



DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA
Health and Family Welfare Deptt, Govt of Odisha

Unit-VIII, Nayapalli, Bhubaneswar, Odisha – 751012

Phone No-0674- 2394336

E-mail – sihfwodisha@gmail.com/ sihfwodisha@nic.in

Tender Notice No/SIHFV-OE-OE-0022-2022//

3913

Dt. 11/10/22

**TENDER NOTICE FOR ANNUAL RATE CONTRACT FOR JOB WORK/DTP/BINDING
WORKS AND SUPPLY SUNDRY ITEMS TO THE OFF-SET PRINTING PRESS.**

Sealed tenders are invited from registered and reputed agencies/suppliers for supplying of sundry items and undertake Job Work/DTP/Binding of Offset Printing Press, State Institute of Health and Family Welfare, Odisha for the year 2022-23 (One year from the date of signing of contract).

Interested firms/agencies/suppliers having experience of supplying sundry items and Job work/DTP can download the tender documents, details of items along-with terms and conditions from official website i.e. <https://www.sihfwodisha.nic.in> & <https://www.odisha.gov.in/tenderduring> the period from 14.10.2022 to 04.11.2022. In such cases the tender is required to pay cost of Tender application/processing fees amounting Rs.1,000/- (Rupees one thousand) only (non-refundable) in shape of D.D drawn in favour of Director, S.I.H & F.W, Odisha, payable at Bhubaneswar. The tender documents complete in all respect shall be received up to 04.11.2022 (up to 5 P.M) by Regd. Post / Speed Post. Tender received other than Regd. Post and Speed Post shall summarily be rejected.

The Director, SIH&FW(O) reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The detailed of requirements are indicated in **Annexure- I**. This office does not give any guarantee of minimum purchase.

Director

State Institute of Health & Family Welfare Odisha

Memo No 3914 //Bhubaneswar

Date 11/10/22

Copy along with soft copy of the above said Tender Notice forwarded to the Joint Director-cum-Deputy Secretary to Govt., Information & Public Relation Deptt., Govt of Odisha, Bhubaneswar for information & necessary action.

The above Tender Notice may please be published in three leading dailies latest by 04.11.2022 (One English & Two Odia news Papers) for its widely publication.

Director

State Institute of Health & Family Welfare Odisha


PTO

Memo No 3915 //Bhubaneswar

Date 11/10/22

Copy along with soft copy of the above said Tender Notice & Tender document forwarded to the Head of Portal Group, Science & Technology Deptt, Govt of Odisha, Bhubaneswar/ Technical Officer, Directorate of S.I.H&F.W.(O), Odisha for information & necessary action.

He/She is requested to upload the above Tender Notice & Tender document in this Official website for information of prospective bidders.


11.10.22


Director
State Institute of Health & Family Welfare Odisha

Memo No 3916 //Bhubaneswar

Date 11/10/22

Copy forwarded to all Directors under the Health and Family Welfare Deptt, Govt of Odisha for information & necessary action.

It is requested to publish the Tender Notice in the Directorate Notice Board for information of all concerned.


11.10.22

Director
State Institute of Health & Family Welfare Odisha



DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA

Health and Family Welfare Deptt, Govt of Odisha

Unit-VIII, Nayapalli, Bhubaneswar, Odisha – 751012

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The Director, SIH&FW(O) reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The detailed of requirements are indicated in **Annexure- I**. This office does not give any guarantee of minimum purchase.

Director

State Institute of Health & Family Welfare Odisha

GENERAL TERMS AND CONDITIONS

1. The supplier should be registered with the concerned Government Department / Organization for supply of Sundry articles and undertake DTP/Job work/Binding. Registration certificates to that effect should invariably be placed with the tender document.
2. The supplier shall submit a copy of PAN card under Income Tax Act and details of registration under GST etc. with the tender documents.
3. The bidder shall **submit a certificate** along with the tender documents stating that all items for which the bidder has quoted the rates are genuine products and the bidder has been authorized to quote and supply the same. Besides above, the firm/agency/supplier have good number of instrument/equipment's/machineries/I.T equipment's and skilled manpower to undertake DTP/Job work etc. as well as supply different materials in time.
4. The undertaking to the effect that the tenderer has not been blacklisted by Central / State Government / Public Sector Units / Autonomous Bodies or its contracts have not been terminated on account of poor performances be submitted with the tender documents (**Declaration in Annexure-IV**).
5. The approximate estimated value of the work shall be Rs.10,00,000/- (Rupees Ten Lakhs)

6. The Rate Contract (RC) for supply of sundry items and DTP/Job work/Binding shall be valid for a period of one year from the date of signing the contract with the SIH&FW(O). The supply orders shall be placed from time to time against the RC. This office does not give any guarantee of minimum purchase under the present RC.
7. If the successful bidder fails to fulfil his obligations under the present RC i.e. non adherence to terms and conditions and supply of fake / counterfeit items, this Directorate after due notice to the supplier may blacklist the firm. In such events, the contract will stand terminated and the Performance securities of the bidder shall be forfeited.
8. The supplier should have their stores available at Bhubaneswar and Cuttack to ensure timely supply of different items.
9. Supplies shall be made within 2 days from the date of receipt of the supply orders unless otherwise stipulated in the supply order. Supplies marked as “**Emergency supply**” shall be supplied in 24 hours.
10. In case the tenderer fails to supply the ordered quantity within the stipulated time limit, the office may purchase the goods from open market and recover the difference in cost of purchase from the successful tenderer.
11. The Bid Security Declaration (BSD) as per **Annexure-VI** be submitted by the Supplier/Agency/dealers/firm. The BSD shall be valid for a period of 180 days beyond Bid Validity. In case of shorter validity, the tender shall be treated as unresponsive.
12. A Tenderer requiring any clarification or elucidation on any issue of the tender document may take up the same with Superintendent, OPP of the S.I.H & F.W, Odisha during office hour.
13. The Performance Security in shape of FDR for Rs.30,000/- (3% of approximate supply order during the year) pledged in favour of the Director, S.I.H & F.W, Odisha, Bhubaneswar is required to be deposited on being selected in the bidding process. Local MSEs and start-ups are allowed concessional payment of performance Security @25% of the value of P.S.
14. The Payment by the office shall be processed after complete supply of order. All costs related to packing transportation etc. will be borne by the supplier. No extra payment will be made by the office for whatever purpose. The supplier will be solely responsible for paying all applicable taxes as per rules. In case of any penalty / tax is payable on a later stage, the supplier shall be liable to pay the same along with penalty. Advance payment will not be made by the office under any circumstances.
15. The supply of items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words for all the items given in the description of items (**Annexure-I**).
16. Contract shall be awarded to the firm(s) offering the lowest/net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted. wet-bundled price offered shall not be accepted. BIDs not quoted for all the items may summarily be rejected.
17. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened.
18. In case two firms offering the lowest net bundled price evaluated prices then only item wise rate will be evaluated for those two firms and the contract will be awarded to the two firms’ item-wise on L1 basis.

19. Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder unopened. In the event of the last dates being declared as a holiday/ closed day for Directorate of S.I.H& F.W, Odisha, the Tenders will be received on the next working day.
20. Financial Bid should contain only the duly filled Price Quotation
21. All the covers should be superscripted as "Tender for supply of Sundry items and DTP/Job work /Binding".
22. Bids must be submitted in one outer envelope having two separate inner envelopes, one containing "**Technical Bid**" (**Annexure-II to V**) and other containing "Financial Bid" (**Annexure-I**). These two inner envelope should be superscripted as "Technical Bid" and "Financial Bid", respectively. Both envelopes should have name and address of the bidder.
23. The date of opening of BID will be notified in the official website <https://www.sihfwodisha.nic.in>.
24. This office reserves the right to call for and inspect samples of items before entering into the RC.
25. In the event of the Office being closed due to any reason whatsoever on the proposed date for Receiving/Opening of Tender, the formality for Receiving/Opening of Tenders will be taken up on the next working day at the scheduled time without any notice issued in this regard.
26. Upon the receipt of the notification of award by the successful bidder, the successful bidder shall fill the draft Agreement (**Annexure-VII**) in accordance with form of agreement included in the Bid documents and submit the same to the Director, S.I.H & F.W, Odisha within a week from the date of receipt of notification of award. The Draft Agreement shall be returned to the successful bidder duly approved by the Director, S.I.H & F.W, ODISHA, Odisha. The successful bidder, shall get the same engrossed and there after return the same duly signed and executed all at his own cost within one week from the receipt of the approved draft.
27. The Director, S.I.H & F.W Odisha reserves the right to terminate the contract, in whole or in part for its convenience, by serving written notice to the bidder at any time during the period of the contract.
28. Jurisdiction for any legal proceedings shall be Hon'ble High Court, Orissa


Director

State Institute of Health & Family Welfare Odisha

N.B: Intending bidders may submit bid along with details of supportive documents in the prescribed format at Annexures (I to VII)

**CHECK LIST FOR SUBMISSION OF DOCUMENTS ALONGWITH BIDS ANNUAL RATE
CONTRACT OF JOB WORK DTP, BINDING WORKS & SUPPLY OF SUNDRY ARTICLES**

| Sl. No | Name of the Document | Submitted/ Non Submitted | Page no |
|--------|--|-------------------------------|---------|
| 1 | Bidder covering letter Annexure-II | | |
| 2 | Application for Technical Bid Annexure-III | | |
| 3 | Declaration- Annexure-IV | | |
| 4 | Letter of authorisation Annexure-V | | |
| 5 | Application fee in shape of DD Rs. 1000/- | D.D No _____ Date _____ | |
| 6 | Registration certificate of the supplier | | |
| 7 | BID Security declaration | | |
| 8 | 1 st Page of Bank Passbook & Transaction statement of last 03 month | | |
| 9 | Copy of PAN/GIR | | |
| 10 | GSTIN Registration certificate | | |
| 11 | Proof of experience | | |
| 12 | Proof of Annual Turn Over not less than 5 lakhs | | |
| 13 | Certificate regarding genuine product and authorised supplier | | |
| 14 | Financial Bid in sealed cover | | |

PARTICULARS OF SUNDRY ITEMS/JOB WORK /DTP/BINDING

Category-I(Sundry items)

| Sl. No. | Name of the Articles & Size | Specification of the Items | Unit | Rate per Unit as per specification (The rate to be quoted inclusive of all incidental cost & Taxes) in Rs. |
|---------|--|--|------------|--|
| 1. | Four colour Ink Quick set – United/Coates(energy)/Micro (Tourbo) | Rate should quote for 4 kgs of one set Ink. (Yellow 1 Kg +Magenta 1Kg+Cyan 1Kg+Black 1Kg.) | Per set | |
| 2. | Ultra fount | A jar of 5lits. Rate | Per Jar | |
| 3. | Viscovita sponge | | Per dozen | |
| 4. | Tag Reducer | | Per kg. | |
| 5. | Nova swell (Blanket saver) | Per kg. | Per Kg | |
| 6. | Econo wash | | Per litre | |
| 7. | Plate cleaner G.P | | Per litre | |
| 8. | Speed set Ink- Micro(Mitsu/Rapida)/Coates(Mag num) | Rate should quote for 4 kgs of one set Ink. (Yellow 1 Kg +Magenta 1Kg+Cyan 1Kg+Black 1Kg.) | Per set | |
| 9.. | Black Ink (Offset)-Coates/Micro | 20 kg. Bucket | Per bucket | |
| 10.. | Viostar Delete | 1 bottle of 100 gm | Per bottle | |
| 11. | Nova tone P.S.Developer | A jar of 5 lits. | Per Jar | |
| 12. | Nova Delete | 1 bottle of 100 gm | Per bottle | |
| 13. | Unifin (Gum) | 5 liter Jar | Per jar | |
| 14. | Binding stitching wire (22 gauze & 24 gauze) | One bundle of 900 gm. (deuco brand) | Per bundle | |
| 15. | Synthetic Resin Adhesive (Fevicol) | | Per kg. | |
| 16. | Plastic thread bundle | | Per kg. | |
| 17. | Plastic mister for 42” cutting machine | | Per piece | |
| 18. | Grease (Castrol/Veedol/Bharat) | | Per Kg. | |
| 19. | Old cloth | KG | Per KG | |
| 20. | Under Blanket (size 780 mm x 940mm x 1.5 mm) | | Per piece | |
| 21. | HMT Machine Blanket(size 840mm x 940mm x 1.9mm) | | Per piece | |
| 22. | Blanket Reviber | Bottle of 200 gm rate | Per bottle | |
| 23. | Glaze Clean Aqua (Tec Nova) | Litre | Per litre | |
| 24. | Deep Clean Sampo (Tec Nova) | Litre | Per litre | |
| 25. | Phosphoric Acid | litre | Per litre | |
| 26. | HMT Washing Blade | | Per piece | |

Category-II (Printing & Binding)

| Sl. No. | Name of the Articles & Size | Specification of the Items | Approximate requirement of articles | Rate per Unit as per specification (The rate to be quoted inclusive of all incidental cost & Taxes) in Rs. |
|-------------|---|---|-------------------------------------|--|
| 1. | DTP (English & Odia). The firm should be BBSR only | A4 size paper and tracing. | Per A4 size paper & tracing | |
| 2. | CTP plate making for HMT plate (Size=930mm x 770mm) | 4 colour set' | | |
| | | a) short run | Per set | |
| | | b) long run | Per set | |
| | | c) remaking of extra plate | Per plate | |
| | | 2 colour set | | |
| | | a) short run | Per set | |
| | | b) long run | Per set | |
| | | 1 colour set | | |
| | | a) short run | Per plate | |
| b) long run | Per plate | | | |
| 3. | Lamination & Mat lamination | 100 sq. inch rate | | |
| 4. | Centre stitching with Art paper cover ¼ size & 1/8 size book with folding (1000/format) | 8 pages format ¼ size book | Per format | |
| | | 8 pages format 1/8 size book | Per format | |
| | | 16 pages format 1/4 size book | Per format | |
| | | 16 pages format 1/8 size book | Per format | |
| 5. | Side stitching with Art paper cover pasting including folding (1000 per format) | 8 pages format ¼ size book | Per format | |
| | | 8 pages format 1/8 size book | Per format | |
| | | 16 pages format 1/4 size book | Per format | |
| | | 16 pages format 1/8 size book | Per format | |
| 6. | Register binding (Hard board binding with juie stitching with cover pasting) | Per juie of 8 pages & Board with 2 pound straw board | Per register | |
| 7. | Spiral binding | Binding of 50 to 100 pages with 1 pound straw board | Per binding | |
| | | Binding of 50 to 100 pages with ½ pound straw board | Per binding | |
| 8. | Yarrow Binding | Binding of 50 to 100 pages with 1 pound straw board | Per binding | |
| | | Binding of 50 to 100 pages with ½ pound straw board | Per binding | |
| 9 | Perfect Binding | Book let of 10 to 20 formats- Approx 100 to 300 pages. | Per booklet | |
| 10. | Printing of posters (Multicolor) 130 GSM Art paper | 18" x 22" size | Per poster | |

| | | | | |
|-----|---|--|--------------------------------|--|
| 11. | Printing of leaflet (Multicolor) 80 GSM Maplitho | Size ¼ demy size | Per leaflet | |
| | | 22 cm x28 cm | Per leaflet | |
| 12. | Numbering of challan/ Money receipts in duplicate or similar type of numbering | One book (100 in duplicate) or multiple thereof | Per book (100 in duplicate) | |

BIDDER'S COVERING LETTER

To,

The Director ,
State Institute of Health & Family Welfare, Odisha
Nayapalli, Bhubaneswar-751 012

Ref: Tender no: _____ Date _____

Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to supply required materials/execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the contract to undertake the work order in accordance with specifications, time limits (One year from the date of signing of contract) and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall deposit the performance Security (P.S) as per the conditions mentioned in the tender/contract.

We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration or replacement. Along with the bid, I / we have submitted BID security Declaration in the prescribed format and application /processing fees amounting for Rs.1,000/- (Rupees One Thousand) only in shape of D.D NO _____ Dt _____ & No _____ Dt _____ for favour of kind information and acceptance.

Yours faithfully,

Signature of Authorized Signatory
In capacity of

APPLICATION - TECHNICAL BID

1. Name of the Bidder: _____
2. Registered with the concerned Government Department / Organization for which supportive documents attached (mention the name of issuing authority, its' number and date of issue) _____
3. Details of Application/Processing Fees Deposit: Rs. _____ vide DD No. _____
Date _____ drawn on Bank _____
4. BID Security Declaration in the prescribed format (Annexure-VI).
5. Full Address of Registered office: _____

- 5.1 Mobile No. _____
- 5.2 E-Mail i.d _____
6. Name & Mobile no. of Authorized officer/person _____
8. Banker of the Bidder: _____
(Self-attested 1st page of Bank pass book and transaction statement of A/C for the last 3 months to be attached)
9. PAN / GIR No.: _____
(Attach self-attested copy)
10. GSTIN Registration No.: _____
(Attach self-attested copy)
11. Proof of experience in supplying materials to Govt. agencies Govt. Departments/PSUs.
12. Declaration regarding blacklisting or otherwise by the Govt. Department / Agencies as per Annexure-IV given.
13. Proof for annual turnover of not less than Rs. 5 Lakh.

N.B: Bidders to ensure that all

- i) Pages have been numbered, signed and stamped by the authorized person.
- ii) Documents are legible.
- iii) Duly filled in authorization letter as per format have been submitted for attending the bid opening (Original proof of Identity may be produced on demand).

Date:
Place:

Signature of the authorized person
Name:
Seal :

DECLARATION

I, _____ Son / Daughter / Wife of
Shri..... Proprietor/ Director/ Authorized Signatory of
M/s _____ the bidder, mentioned above, am competent to sign this declaration
and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. I am submitting herewith that, all items for which the rates are quoted are genuine products and the our firm/agency/shop has been authorized to quote and supply the same. Besides above, we have good number of instrument/equipment's/machineries/I. T equipment's and skilled manpower to undertake work order /supply required material in time.

4. Our agency/firm/shop has not been blacklisted by Central / State Government / Public Sector Units / Autonomous Bodies or our contracts have not been terminated on account of poor performances.

5. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of authorized person
Name:
Seal:

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____ Dated: _____

To

The Director,
State Institute of Health & Family Welfare, Odisha
Nayapalli, Bhubaneswar .

Sub: Authorization for attending bid opening on _____ (date) in the Tender for Stationery & supply of articles as per list provided in the Financial bid.

Sir,

The following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) is given below.

Name, Specimen Signature of Officer authorized to sign the bid documents on behalf of the bidder.

1. (Specimen Signature of the Authorized person)

Name:

The signature of Sri _____ is attested.

(Seal & Signature of the bidder)

Note:-

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**(On Bidders Letter head)**

Date: _____ Tender No. _____

To

The Director,
State Institute of Health and Family Welfare, Odisha

Sir,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature and Seal

Date:

Name:

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated on _____ day of _____ (insert date of signing).

Signature and Seal

Date:

Name:

SPECIMEN AGREEMENT

To be executed at time of entering into agreement before placing order. Each page of this form shall be signed by the bidder for acknowledging that he/she has seen the terms and conditions of the agreement.

AGREEMENT

This Agreement is made on this _____ day of _____ 2022 between the Director, State Institute of Health & Family Welfare, Odisha (S.I.H & F.W, ODISHA, ODISHA), which expression unless repugnant to the context shall include its officers, having its registered office At- Nayapalli, Bhubaneswar in the District of Khurda, represented by the Director here-in-after referred to as the
FIRST PARTY

And

Shri/Smt. _____ of M/s _____ represented through S/O-D/O. _____ aged about _____ years, Address _____

_____ here-in-after called the "Supplier of allied materials/job work" which expression shall mean and include where the context so requires or admits, also include its firm/representatives, successors, legal heirs and assignees under the name and style of M/s _____ Supplier
SECOND PARTY

Now this is indenture witness that in consideration of the promises, it is mutually agreed and declared between parties here to as follows.

Where As:

1. The Supplier agrees to undertake to supply the required sundry materials/DTP/Job work/Binding etc. as referred in Tender No. _____ as per the requirement. This is in respect to their Bid letter No. _____ dated _____ at the rates quoted by Supplier. The prices are inclusive of all the levies taxes like GST/ sales tax and excise duty & delivery at OPP of S.I.H & F.W, ODISHA, Odisha, Bhubaneswar.

And whereas;

The "Supplier/agency/shop/firm has agreed to supply required materials/ provide DTP/Job Work/Binding in time to the Off Set Printing Press of SIH&FW, Odisha in conformity with the provisions, terms and conditions in the Tender No _____ dated _____ at the rates approved.

2. This contract shall be effective from _____ to _____. The Tender is valid for a period of one year from the date of signing of the Contract. The Agreement shall automatically expire on completion of one year i.e on _____ unless extended further by mutual consent
3. The contract may be extended with the same terms and conditions with the consent of both the parties.
4. The supplies of materials/job work etc. which are not conformity with requirements /specifications are liable to be rejected.

Signature of the officer authorized to sign on behalf of M/s _____ Supplier of stationery materials / Contractor Seal

Signature Of The Director S.I.H & F.W, Odisha Seal

In the presence of witness:-

Witness Witness

1. Name.....
Address.....
2. Name.....
Address

1. Name
- Address.....
2. Name
- Address